

**STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LA**

***HR Handbook Update No. 2009 – 0014***

**To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

**Subject: Update to “Work Schedules and Leave” Section of HR Handbook**

**Issue Date: August 26, 2009**

Agencies should please be advised that the “Work Schedules and Leave” section of the HR Handbook has been updated. The information relating to Civil Service Rule 15.2 in the Documentation and Reporting subsection has been modified to allow for electronic certification of time and attendance records.

REASON FOR THE CHANGE: Civil Service Rule 15.2 requires that each employee certify for each pay period the number of hours worked, the number of hours in leave, and the actual rendering of service during those hours worked. The guidance previously provided in the handbook required that such certification be made in writing. Due to changes in technology and the advent of alternative work locations, a written certification may not always be the most efficient or effective method for complying with the rule. Therefore, the handbook has been changed to permit certification either in writing or via secure electronic means.

If you have any questions, please contact your agency’s [Assistance Coordinator](#) via email or at (225) 342-8274.

Sincerely,

s/Shannon S. Temple  
Director